



## State Document Distribution Guidelines for State Agencies

### Overview

The Wisconsin Document Depository Program, Wisconsin Statutes, Sections 35.81- 35.84 as amended by 1991 Wisconsin Act 285, requires Wisconsin state agencies to provide copies of their state documents to preserve and make available a record of major state government programs. State agencies can participate in the Wisconsin Document Depository Program by depositing both print and/or electronic state documents. The criteria outlined below will help state agencies make decisions about whether to send state documents in print and/or electronic formats, what types of print state documents are accepted, and in what quantities print documents should be sent.

### Which documents do I need to send to the Wisconsin Document Depository Program?

The [program decision guide](#) will help you determine if what you have is considered a state document as defined by [Wis. Stat. § 35.81\(3\)](#) and should therefore be sent to the depository program. Regardless of format (print or electronic) ask yourself these questions: *Is it intended for public use? Was it published using state money?*

### Doesn't having a state agency publication number on it make it a state document?

Many state agencies distribute publications provided by the federal government. Putting a state agency logo and publication number on a federal document does not make it a state document.

### Materials Traditionally Deposited By State Agencies

Although the following list is not exhaustive, it includes **examples** of key types of materials the depository program has traditionally collected. Use the [program decision guide](#) for additional assistance.

Agricultural impact statements	Licensing Standards
Annual/Biennial reports	Maps
Audit reports	Master plans
Budget reports	Newsletters meant for public audiences
Comprehensive plans	Regulations
Economic impact reports	Research and Technical reports
Environmental impact statements	Speeches
Final project reports	Statistics
Financial reports	Strategic plans
Guidebooks, Handbooks, and Manuals	Task force reports

## Materials Not Collected by the Depository Program

The depository program does not collect public records as defined by [Wis. Stat. § 16.61\(2\)\(b\)](#). The following list is not exhaustive but includes examples of materials not collected.

- Applications and forms
- Items that cannot be attributed to a state agency
- Items requiring digitization by the program. Items that have been digitized by the state agency may be reviewed for inclusion.
- Items that cannot be captured due to technical limitations such as databases
- Public records as described in Wis. Stat. § 16.61
- Publications meant for internal use
- State documents that would be considered ephemeral, without long-term historical interest
- Training materials
- University of Wisconsin publications

## Which libraries receive print state document distributions?

[Designated depository libraries](#) located throughout Wisconsin as well as the Library of Congress host collections of print state documents sent for distribution through the Wisconsin Document Depository Program. There are currently 37 designated depository libraries listed in the [Directory of Depository Libraries](#). Depository libraries serve at various levels based on how many print state documents they receive in a distribution to add to their print collections. The state level depository libraries host the largest and most comprehensive state document collections. Regional depository libraries are primarily large public or University of Wisconsin System libraries. Selective depository libraries tend to be smaller public libraries and some private colleges. Here is a breakdown of the various levels of depository libraries:

3 State  
9 Regional  
24 Selective  
1 National

## How do I decide whether to send print, electronic, or both?

The Wisconsin Document Depository Program only accepts print documents for distribution that were printed in multiple copies intended to be distributed to the public. One-off printing from a printer and photocopies are not what should be distributed in print. We do not expect agencies to print publications only for the state-level depositories.

- State documents must be collated, bound (stapled, in a binder or professionally bound), or shrink wrapped. Uncollated, unbound materials will not be distributed.
- If the state document was printed with the intent to distribute to the public and posted online, please plan to deposit both print and electronic copies.
- If a document was intended to just be posted online, please only deposit the electronic state document.

## How many print state documents should be submitted?

The number of print state documents submitted to the depository program for distribution is determined by the state agency based on how widely available and in what format they wish the state document to be distributed.

Here are the quantities of state documents to send based on distribution type:

Full distribution (State, Regional, Selective, National) - **39**

Limited distribution (State, Regional) - **14**

State Level distribution (State) - **4\*\***

\*\* The Wisconsin Historical Society and the Legislative Reference Bureau receive 2 copies of each state document they receive in print.

### **User Inter-Departmental mail when available:**

WI Dept. of Public Instruction  
Attn: Document Depository Program  
125 S. Webster St.  
Madison, WI 53703

## How do we submit an electronic state document?

Electronic state documents are digitally archived and accessed through the [Wisconsin Digital Archives](#). Email URL or PDF to [statedocuments@dpi.wi.gov](mailto:statedocuments@dpi.wi.gov) with 'Submit Electronic Document' in the subject line.

**For more information** or to get help email [statedocuments@dpi.wi.gov](mailto:statedocuments@dpi.wi.gov) or visit <https://dpi.wi.gov/libraries/wi-document-depository> .

